



Fast Track Recording

Became Available in Glastonbury on March 1, 2009

Fast Track Recording automates the submission and recording of land records. Simply put, eRecording is the ability to electronically submit, record and return land records. While permitted in other states, the Connecticut Town Clerks currently await approval for recording true electronic documents. In the meantime, the Glastonbury Town Clerk is implementing a system that will allow customers to transmit index data ("Fast Track") to the office in order to speed recording.

In Fast Track Recording the customer electronically transmits index data to the Town Clerk's office, creating a temporary "suspense" transaction. The customer prints a summary sheet, showing the payments due and the transaction number. Hard copy documents are then delivered to the Town Clerk's office along with the cover sheet and payment. The transaction is fast-tracked, as the recorder simply retrieves the transaction from suspense, reviews the index data and completes the recording. The system stores the index data so that the Town Clerk's office need not key-enter it.

Win-Win

The new Fast Track System enables faster, more efficient and accurate recording, a Win-Win for both the customer and the Town Clerk's office.



Filer Benefits

- Payments are automatically calculated by the system, so the customer knows the payments required BEFORE coming to Town Hall.
- The system enables speedier processing of electronic recording transactions—no waiting at the counter for staff members to key enter index data.
- All index data is available to the public from the moment of recording.

Town Clerk's Office Benefits

- Electronic receipt of data improves the productivity and accuracy of the entire Town Clerk staff. The Town Clerk is able to make index data and document images available to the public earlier than ever before.



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How it works:

1. Once you have given your account information to the Town Clerk either by way of an email to townclerk@glastonbury-ct.gov, by telephone or in person, login to the Fast Track Recording system by going to the Town website located at www.glastonbury-ct.gov, then click on Departments, Town Clerk, Land Records, Fast Track Recording, Login to Glastonbury Fast Track Recording, Document Input.
2. You can add all of the documents that you would like to have recorded on the same receipt. Begin by selecting the document type code for the first document. If it is a deed of conveyance, you must also select the "property type" entered on the State Conveyance Tax Return.
3. Enter the number of pages for the document and, if it is a deed of conveyance, the consideration amount.
4. Next you may enter up to five Grantor and five Grantee names for the document. For corporate names, please click on Company and select from the drop down list of commonly used names, in order to ensure consistency. If the company name is not on the list, then key enter it.
5. After entering the names, click on Add to Document List.
6. You can make corrections by clicking on either Modify or Delete and making the necessary changes.
7. You may add additional documents by clicking on the Add Document tab and repeating the process for the additional document(s).
8. When you have completed your entry click on Submit List to Database. The system will display a cover sheet, which you must print and bring or mail to the town Clerk's Office with the original documents for recording. The cover sheet provides you with the total payments due to each of the Town of Glastonbury and the State of Connecticut, if applicable.
9. Once the documents arrive at the Town Clerk's office, the staff can easily retrieve the data that you entered and complete the recording.

If you have any questions or comments, please contact our office at townclerk@glastonbury-ct.gov or (860)652-7616.

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